

## Northwestern University Supplier Diversity Program

The Northwestern University Program includes four components. The first component emphasizes creation of contracting opportunities for minority-owned, women-owned, disadvantaged and local business enterprises (M/W/D/LBEs) that create meaningful economic impact for the City of Chicago and Evanston community. The second emphasizes development of partnerships between M/W/D/LBEs and University departments that result in lasting business relationships. The third component promotes diversification of the University's contractor vendor base through increased opportunities to M/W/D/LBEs who have not worked directly or indirectly with the University. The fourth is maintenance of a high standard of quality in all products and services provided.

### Staff support is crucial to the continued success of the Supplier Diversity Program

- Be aware of the Supplier Diversity Program and include M/W/D/LBEs in the bidding process.
- Creatively seek opportunities where M/W/D/LBEs may be used.
- Know who your M/W/D/LBE suppliers are.
- Encourage major vendors to subcontract with M/W/D/LBEs.

Track your success in increasing M/W/D/LBE expenditures and communicate successes to the University Supplier Diversity Manager.

## Supplier Diversity Manager

The University Supplier Diversity Manager provides knowledge of supplier diversity business practices and resources for vendor identification. Departments are strongly encouraged to contact him with any questions or needs regarding M/W/D/LBEs.

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**Manager of Supplier Diversity**  
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### Supplier Diversity Webpage

<http://www.univsvcs.northwestern.edu/Purchasing/econop.html>

### The Pre-screened M/W/LBE vendor directory

can be found on the web page. This is a great source for finding M/W/LBEs. Also there are directory links to certified minority-owned, woman-owned, and disadvantaged businesses as well as (Evanston) businesses.

Contact the Supplier Diversity Manager for additional help in identifying vendors.

Diverse suppliers can be found on the Purchasing Resource Services Recommended Vendor Page:  
<http://www.univsvcs.northwestern.edu/Purchasing/vendorlist.html>

The Stores Program features M/WBE suppliers. M/WBEs are identified in the catalog index. They can also be found on E-Way by doing an Advanced Search.

**Supplier Diversity Counselors** in schools and departments are trained in Supplier Diversity for their areas. A list of these counselors can be found on the webpage.

### Supplier Diversity Listserve

Used to periodically e-mail Supplier Diversity information and updates. Faculty and staff are invited to subscribe.

- Send an e-mail to: [listproc@listserv.it.northwestern.edu](mailto:listproc@listserv.it.northwestern.edu)
- Leave the subject line blank
- Have the message text read: subscribe OUTREACH *your name*

### Supplier Diversity Conference

Held in the Fall each year, this conference is a forum for University Departments and M/W/D/LBEs to meet and exchange information.

### The University maintains a close working relationship with the following community resource organizations:

- City of Evanston
- Evanston Chamber of Commerce
- Evanston Small Business Association
- Chicago Minority Business Development Council (Annual Trade Show in April)
- Women's Business Development Center (Annual Trade Show in September)

Northwestern University remains committed to Supplier Diversity and expects all of its employees to contribute to the continued success of this effort.



**STAFF GUIDE**  
to  
**NORTHWESTERN  
UNIVERSITY'S  
SUPPLIER  
DIVERSITY  
PROGRAM**  
FOR  
**MINORITY-OWNED  
WOMEN-OWNED  
DISADVANTAGED  
&  
LOCAL  
BUSINESS ENTERPRISES**

**Northwestern University  
President's Policy Statement on  
Supplier Diversity**

Northwestern University is committed to the goal of enhancing economic opportunities for minority-owned, woman-owned, disadvantaged and local business enterprises.

The University's dedication to quality undergraduate education, professional training and scholarly research is reliant upon the philosophy of prudent business principles, combined with enhanced opportunities. Its day-to-day challenge is to provide educational services with care and attention to customer service that is unparalleled in the higher education environment. Similar high standards will also be brought into action in efforts related to enhanced economic opportunity and participation by minority-owned, woman-owned, disadvantaged, and local business enterprises (M/W/D/LBE). Supplier diversity should be an essential element in any development process, and Northwestern University will establish and implement a rigorous, progressive and innovative Supplier Diversity Program that serves appropriate sectors of the community.

The University has adopted a policy of enhanced supplier diversity with respect to its own contracting and purchasing and will seek to assure that all of its contractors, subcontractors, and vendors abide by the spirit and intent of this policy statement. The University is committed to a comprehensive program of M/W/D/LBE business development. The University wants to ensure that maximum opportunities exist for such firms.

Henry S. Bienen  
President

**How does the Supplier Diversity Program benefit Northwestern University?**

An effective M/W/D/LBE program provides a broader base of qualified suppliers/contractors from which to choose; thereby, increasing competition, which results in the University obtaining higher value in the goods and services it buys.

The success of the Supplier Diversity Program depends on a combined effort of all who make buying decisions for the University.

**Definitions**

**"Minority-owned Business Enterprise"(MBE)** means a business that is owned and controlled by one or more minority persons.

**"Woman-owned Business Enterprise"(WBE)** means a business that is owned and controlled by one or more women.

**"Disadvantaged Business Enterprise"(DBE)** means a small business that is owned and controlled by socially and economically disadvantaged individuals in accordance with U.S. Department of Transportation 49 Code of Federal Regulations.

**"Local Business Enterprise"(LBE)** means a place of substantial business activity located in the City of Evanston's corporate city limits.

**"Owned"** means a business which is (1) a sole proprietorship legitimately owned by a minority person or woman, (2) a partnership or joint venture in which at least 51 percent of the beneficial ownership interests legitimately are owned by a minority or woman.

**"Certification"** means that one of the agencies or programs listed below has determined on the basis of information provided to the agency or program by the M/W/DBE on its application form and investigation into the representations therein, that a business is a bonafide M/W/DBE.

- City of Chicago Department of Purchases/Contracts, and Supplies <http://www.cityofchicago.org/Purchasing/>
- Chicago Minority Business Development Council
- State of Illinois Central Management Services (CMS)
- Illinois Department of Transportation (IDOT)
- Women's Business Development Council (WBDC)
- Small Business Administration (SBA 8a Program)

The University encourages M/W/DBEs to become certified.

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